



PERSONNEL QUALIFICATION STANDARD FOR

ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS)

NAME (Rate/Rank) _____

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Although the words “he”, “him,” and “his” are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material.

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The PQS Development Group gratefully acknowledges the assistance of the following personnel in writing this PQS:

CWO3	Marty Silver	NCF, Virginia Beach, VA
ENS	David Valencia	USS PELELIU (LHA 5)
ITCS(SW/AW)	Carlton Harris	COMDESRON ONE
ITC(IDW/SW/AW)	Heather Jurek	COMOPTEVFOR
ITC(IDW/EXW/SW)	Timothy Raymond	NCF, Virginia Beach, VA
ITC	Joseph M. Thayer	NAVIODet Groton, CT
ITC(SW)	Alvin Whittington	CNRFC
IT1(SW/AW)	Quincy Brown	CNRFC
IT1 (IDW/SW/AW)	Angel Osouna	NCF, Virginia Beach, VA
IT1(SW)	Stacey Reece	NIOC San Diego, CA
IT1(SW/SCW)	Anthony Sepulveda	USS PELELIU (LHA 5)
IT1(IDW/SW)	Ana M. Torres	NCTAMS PAC, HI
IT1(SW/AW)	Amy Tucker	USS PELELIU (LHA 5)
IT3(IDW)	Jason Baugh	NCF, Virginia Beach, VA
Mr.	William M. Saunders	NCTAMS PAC, HI
Mr.	Charles Smith	NCF, Virginia Beach, VA
Mrs.	Sabrina Jeter	Navy Expeditionary Combat Command

The PQS Development Group recognizes the following commands for the time and effort put forth reviewing and providing feedback to improve this Standard:

CENINFODOM LS Groton, CT
NCMS, Washington, DC

PQS Development Group personnel who provided direct support for this PQS:

Mrs.	Laurie Luke	Production Officer/Workshop Supervisor
Mr.	Alan Stout	Editor

The Model Manager for this PQS:

NAVCYBERFOR

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INTRODUCTION

PQS PROGRAM

This PQS program is a qualification system for officers and enlisted personnel where certification of a minimum level of competency is required prior to qualifying to perform specific duties. A PQS is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify to stand watches or perform other specific routine duties necessary for the safety, security or proper operation of a ship, aircraft or support system. The objective of PQS is to standardize and facilitate these qualifications.

CANCELLATION

This Standard cancels and supersedes NAVEDTRA 43462-1B.

APPLICABILITY

This PQS is applicable to all commands containing and managing EKMS accounts and items.

MODEL MANAGER

The Model Manager Command manages a specific PQS manual. This includes overseeing the process of monitoring and updating assigned PQS manuals from the standpoint of technical content and relevance within the community.

TAILORING

To command tailor this package, first have it reviewed by one or more of your most qualified individuals. Delete any portions covering systems and equipment not installed on your ship, aircraft or unit. Next, add any line items, fundamentals, systems and watchstations/workstations that are unique to your command but not already covered in this package. Finally, the package should be reviewed by the cognizant department head and required changes approved by the Commanding Officer or his designated representative. Retain the approved master copy on file for use in tailoring individual packages.

INTRODUCTION (CONT'D)

QUALIFIER

The PQS Qualifier is designated in writing by the Commanding Officer to sign off individual watchstations. Qualifiers will normally be E-5 or above and, as a minimum, must have completed the PQS they are authorized to sign off. The names of designated Qualifiers should be made known to all members of the unit or department. The means of maintaining this listing is at the discretion of individual commands. For more information on the duties and responsibilities of PQS Qualifiers, see the PQS Unit Coordinator's Guide.

CONTENTS

PQS is divided into three sections. The 100 Section (Fundamentals) contains the fundamental knowledge from technical manuals and other texts necessary to satisfactorily understand the watchstation/workstation duties. The 200 Section (Systems) is designed to acquaint you with the systems you will be required to operate at your watchstation/workstation. The 300 Section (Watchstations) lists the tasks you will be required to satisfactorily perform in order to achieve final PQS qualification for a particular watchstation/workstation. All three sections may not apply to this PQS, but where applicable, detailed explanations are provided at the front of each section.

REFERENCES

The references used during the writing of this PQS package were the latest available to the workshop; however, the most current references available should be used when qualifying with this Standard.

NOTES

Classified references may be used in the development of PQS. If such references are used, do not make notes in this book as answers to questions in this Standard may be classified.

TRAINEE

Your supervisor will tell you which watchstations/workstations you are to complete and in what order. Before getting started, turn to the 300 Section first and find your watchstation/workstation. This will tell you what you should do before starting your watchstation/workstation tasks. You may be required to complete another PQS, a school, or other watchstations/workstations within this package. It will also tell you which fundamentals and/or systems from this package you must complete prior to qualification at your watchstation/workstation. If you have any questions or are unable to locate references, contact your supervisor or qualifier. Good luck!

INTRODUCTION (CONT'D)

PQS FEEDBACK REPORTS

This PQS was developed using information available at the time of writing. When equipment and requirements change, the PQS needs to be revised. The only way the PQS Development Group knows of these changes is by you, the user, telling us either in a letter or via the Feedback Report contained in the back of this book. You can tell us of new systems and requirements, or of errors you find.

SUMMARY OF CHANGES

CHANGES TO FUNDAMENTALS, SYSTEMS, AND WATCHSTATIONS:

Fundamental Title	Action	Comment
Safety Precautions	Modified	Updated
Essential Resources	Modified	Updated
Security	Modified	Updated
Electronic Key Management System (EKMS) Organization	Modified	Updated
Electronic Key Management System (EKMS) Local Element (Using	Modified	Updated
Electronic Key Management System (EKMS) Local Element (Issuing)	Modified	Updated
Electronic Key Management System (EKMS) Local Management Device (LMD	Modified	Updated
Electronic Key Management System (EKMS) Clerk	Modified	Updated
Electronic Key Management System (EKMS) Manager/Alternate	Modified	Updated
Watchstation Title	Action	Comment
Electronic Key Management System (EKMS) User	Modified	Changed title to EKMS "Local Element (Using)/updated
Electronic Key Management System (EKMS) Local Element (Issuing/Using)	Modified	Changed title to EKMS "Local Element (Issuing)/updated
Electronic Key Management System (EKMS) Clerk	Modified	Updated
Electronic Key Management System (EKMS) Manager/Alternate	Modified	Updated

WATCHSTATION REQUALIFICATIONS

Due to changes in policies, systems, or procedures, personnel dealing with the subject matter of this PQS may be required to requalify IAW NAVEDTRA 43100-1K, Ch. 5, PQS Unit Coordinator's Guide.

The following watchstations regardless of qualifications achieved in previous versions, shall be completed.

304 Manager/Alternate (watchstation only)

ACRONYMS USED IN THIS PQS

Not all acronyms or abbreviations used in this PQS are defined here. The Subject Matter Experts from the Fleet who wrote this Standard determined the following acronyms or abbreviations may not be commonly known throughout their community and should be defined to avoid confusion. If there is a question concerning an acronym or abbreviation not spelled out on this page nor anywhere else in the Standard, use the references listed on the line item containing the acronym or abbreviation in question.

ALC	Accounting Legend Code
BETS	Bulk-Encrypted Transactions
CAD	Common Account Data
CCI	Controlled Cryptographic Item
CCIR	Change of Custodian Inventory Report
CMCS	Communications Security Material Control System
CMIO	COMSEC Material Issuing Office
CMS A&A	Communications Security Material System Advice and Assistance
COAL	Change of Account Location
CRF	Crypto Repair Facility
CUAS	Common User Application System
DTD	Data Transfer Device
GMF	General Message File
HAIBE	High-Assurance Internet Protocol Equipment
HDPK	Host Data Production Key
ICP	Inter-theater COMSEC Package
INE	In-Line-Network-Encryptor
INFOSYS	Information System
IRST	Inventory Reconciliation Status Transaction
ISIC	Immediate Superior In Charge
KEKL	Key Encryption Key Local
KP	Key Processor
LKEK	Local Key Encryption Key
LMD/KP	Local Management Device/Key Processor
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
OTAT/OTAR	Over The Air Transmission/Over The Air Rekey
SAIR	Semi-Annual Inventory Report
SAS	Sealed Authentication System
SCMR	Status COMSEC Material Report
SKEK	Storage Key Encryption Key
SKL	Simple Key Loader
STE	Secure Telephone Equipment
TKL	Tactical Key Loader
TPA	Terminal Privilege Authority
TPC	Two Person Control
TPI	Two Person Integrity
TSL	Transaction Status Log

100 INTRODUCTION TO FUNDAMENTALS

100.1 INTRODUCTION

This PQS begins with a Fundamentals section covering the basic knowledge and principles needed to understand the equipment or duties to be studied. Normally, you would have acquired the knowledge required in the Fundamentals section during the school phase of your training. If you have not been to school or if you need a refresher, the references listed at the beginning of each fundamental will aid you in a self-study program. All references cited for study are selected according to their credibility and availability.

100.2 HOW TO COMPLETE

The fundamentals you will have to complete are listed in the watchstation (300 section) for each watchstation. You should complete all required fundamentals before starting the systems and watchstation portions of this PQS, since knowledge gained from fundamentals will aid you in understanding the systems and your watchstation tasks. When you feel you have a complete understanding of one fundamental or more, contact your Qualifier. If you are attempting initial qualification, your Qualifier will expect you to satisfactorily answer all line items in the fundamentals. If you are requalifying or have completed the appropriate schools, your Qualifier may require you to answer representative line items to determine if you have retained the necessary knowledge for your watchstation. If your command requires an oral board or written examination for final qualification, you may be asked any questions from the fundamentals required for your watchstation.

101 SAFETY PRECAUTIONS FUNDAMENTALS

References:

- [a] OPNAVINST 5100.19E, Safety and Occupational Health (SOH) Program Manual for Forces Afloat
 - [b] OPNAVINST 5100.23G, Navy Occupational Safety and Health (NAVOSH) Program Manual
 - [c] Local Command Instructions
 - [d] OPNAVINST 5090.1C, Environmental & Natural Resources Program Manual
 - [e] OPNAVINST 3500.39C, Operational Risk Management (ORM)
-

101.1 Discuss how the following affects your unit's safety:

- a. Working in unsafe conditions [ref. a, Vol. II, ch. C1]
- b. Removing or making safety devices inoperative [ref. b, ch. D1]
- c. Using tools or equipment unsafely [ref. b, ch. D1]
- d. Servicing moving, energized, or otherwise hazardous equipment [ref. a, Vol. II, ch. C13; ref. b, ch. 24]
- e. Handling and disposal of hazardous material [ref. a, Vol. I, ch. B3, Vol. III, ch. D15; ref. b, ch. 7]

(Signature and Date)

.2 Explain the following in terms of electrical safety:

- a. Equipment tag-out hazards of electricity [ref. a, Vol. III, ch. D5]
- b. How electrical shock may be prevented when working with/on electronic equipment [ref. a, Vol. III, ch. D5]
- c. Procedure for removing a victim from energized equipment [ref. a, Vol. III, ch. D5]
- d. Proper treatments of electrical shock, burns and wounds [ref. a, Vol. III, ch. D5]

(Signature and Date)

.3 State the location of the nearest first aid boxes and stations. [ref. c]

(Signature and Date)

101 SAFETY PRECAUTIONS FUNDAMENTALS (CONT'D)

101.4 State the location of the power distribution panel for equipment being used. [ref. c]

(Signature and Date)

.5 Explain the precautions in the use/storage/disposal of the following HAZMAT:

- a. Chemicals [ref. a, Vol. I, ch. B3, Vol. II, ch. C23; ref. b, ch. 7]
- b. Flammables [ref. a, Vol. I, ch. B3, Vol. II, ch. C23; ref. b, ch. 7]
- c. Batteries (i.e., lithium, mercury, etc.) [ref. a, Vol. II, ch. C9]
- d. Plastics [ref. d, ch. 22]

(Signature and Date)

.6 Discuss the concept of ORM. [ref. e]

(Signature and Date)

.7 Explain the following as they apply to ORM: [ref. e]

- a. Identifying hazards
- b. Assessing hazards
- c. Making risk decisions
- d. Implementing controls
- e. Supervising

(Signature and Date)

102 ESSENTIAL RESOURCES FUNDAMENTALS

References:

- [a] EKMS 1B AMD-7, Policy and Procedures for Navy Electronic Key Management System Tiers 2 & 3
 - [b] EKMS 3 AMD-7, Electronic Key Management System Inspection Manual
 - [c] EKMS 5A AMD-7, Cryptographic Equipment Information/Guidance Manual
 - [d] EKMS 704F, Local Management Device/Key Processor Operators Manual
 - [e] EKMS Local Element Issuing CBT
 - [f] COMLANTFLT/COMPACFLT/COMUSNAVEUR INST C2282.1C, Basic Shipboard Allowance of COMSEC Material
 - [g] NAG-16F, Field Generation and Over-The-Air Distribution of COMSEC Key in Support of Tactical Operations and Exercises
 - [h] NSA MMVG, Mandatory Modification Verification Guide
 - [i] OPNAVINST 2221.5, Release of COMSEC Material to US Industrial Firms Under Contract to USN
 - [j] SECNAV M5510.30B, Department of the Navy (DON) Personnel Security Program (PSP) Regulation
 - [k] SECNAV M5510.36, Department of the Navy Information Security Program
 - [l] OPNAVINST 5530.14E, Physical Security and Loss Prevention
 - [m] NAVICPINST 2300.4, Utilization and Disposal of Excess COMSEC Material
 - [n] NAVICPINST 5511.24D, Classified Electronic Communications Security (COMSEC) Material in the Navy Supply System
 - [o] OPNAVINST 2221.3D, Communications Security Equipment Maintenance and Training
 - [p] CJCSI 3260.01C, Joint Policy Governing Positive Control Material and Devices
 - [q] SDIP 293, NATO Cryptographic Instruction
 - [r] AMSG-600, NATO Communications Security Information
-

102.1 Explain the main publications and their uses that are required to be in your COMSEC library:

- a. EKMS 1 series [ref. a]
- b. EKMS 3 series [ref. b]
- c. EKMS 5 series [ref. c]
- d. EKMS 704 series [ref. d]
- e. EKMS LE Issuing CBT [ref. e]
- f. CLF/CPF/CUSNAVEUR C2282.1 series (surface ships only) [ref. f]

NOTE: Answers to questions in this standard may be classified. Handle accordingly if notes are made in this book.

102 ESSENTIAL RESOURCES FUNDAMENTALS (CONT'D)

102.1 Explain the main publications and their use that are required to be in your COMSEC library: (Cont'd)

- g. NAG-16 [ref. g]
- h. NSA Mandatory Modification Verification Guide [ref. h]
- i. OPNAVINST 2221.5 [ref. i]
- j. SECNAV M5510.30 series [ref. j]
- k. SECNAV M5510.36 [ref. k]
- l. OPNAVINST 5530.14 [ref. l]
- m. NAVICPINST 2300.4 [ref. m]
- n. NAVICPINST 5511.24 [ref. n]
- o. OPNAVINST 2221.3 [ref. o]
- p. CJCSI 3260.2 [ref. p]
- q. SDIP 293 [ref. q]
- r. AMSG-600 [ref. r]

(Signature and Date)

103 SECURITY FUNDAMENTALS

References:

- [a] EKMS 1B AMD-7, Policy and Procedures for Navy Electronic Key Management System Tiers 2 & 3
 - [b] SECNAV M5510.36, Department of the Navy Information Security Program
 - [c] Local Command Instructions
 - [d] SECNAV M5510.30B, Department of the Navy (DON) Personnel Security Program (PSP) Regulation
 - [e] OPNAVINST 2221.3D, Communications Security Equipment Maintenance and Training
 - [f] EKMS 5A AMD-7, Cryptographic Equipment Information/Guidance Manual
 - [g] CJCSI 3260.01C, Joint Policy Governing Positive Control Material and Devices
-

- 103.1 Discuss the authoritative manuals and instructions used by your unit in governing physical security procedures. [ref. a, chs. 4, 5, Annexes M thru O; ref. b, ch. 2; ref. c]

(Signature and Date)

- .2 Explain the Command Security Manager's relationship to EKMS. [ref. a, ch. 4, Annex A1; ref. b, chs. 2, 4; ref. d, ch. 9]

(Signature and Date)

- .3 Discuss/define the following:

- a. Access [ref. a, ch. 5]
- b. NOFORN [ref. b, app. A]
- c. Need-to-know [ref. a, ch. 5]
- d. Downgrading/declassification [ref. b, ch. 4]
- e. Classification [ref. a, ch. 2]
- f. Clearance [ref. a, ch. 5]

(Signature and Date)

103 SECURITY FUNDAMENTALS (CONT'D)

- 103.4 Explain the procedures for handling combinations and keys and the requirement for posting open safe instructions. [ref. a, ch. 5]

(Signature and Date)

- .5 Explain the timeframe and methods procedures for reporting COMSEC incidents. [ref. a, ch. 9]

(Signature and Date)

- .6 Explain the procedures for identifying/reporting differences between reportable and non-reportable Practices Dangerous to Security. [ref. a, ch. 10]

(Signature and Date)

- .7 Discuss CRYPTO equipment maintenance certification procedures, requirements and responsibilities, including DD Form 1435. [ref. e; ref. f, ch. 1]

(Signature and Date)

- .8 Discuss the interface between the Planned Maintenance System or the Commands Local Maintenance Program and the EKMS account. [ref. f, ch. 3]

(Signature and Date)

- .9 Discuss the relationship between the supply system and EKMS. [ref. f, ch. 6]

(Signature and Date)

- .10 Discuss the interface between EKMS and SAS. [ref. a, ch. 2; ref. g]

(Signature and Date)

- .11 Describe access and security requirements associated with the LMD/KP used in EKMS. [ref. a, Annex X]

(Signature and Date)

103 SECURITY FUNDAMENTALS

- 103.12 State the three categories of COMSEC incidents and provide three examples of each the differences between Physical Incidents, Personnel Incidents and Cryptographic Incidents. [ref. a, ch. 9]

(Signature and Date)

- .13 Describe the requirements for controlling access to COMSEC material and spaces. [ref. a, ch. 5; ref. b, ch. 7; ref. d, ch. 11]

(Signature and Date)

- .14 Explain how COMSEC material is stored and safeguarded. [ref. a, chs. 2, 5]

(Signature and Date)

- .15 Explain the purpose of the Accountability Legend Codes. [ref. a, ch. 2]

(Signature and Date)

- .16 Describe TPI requirements for the following: [ref. a]

- a. COMSEC keying material [ch. 5]
- b. Electronic storage devices [chs. 5, 7, Annexes Z, AF]
- c. Destruction [ch. 5]
- d. Inventory [ch. 7]
- e. Receipt [ch. 5]
- f. Transfer [ch. 5]
- g. Crypto Ignition Keys [Annexes Z, AF]
- h. OTAT/OTAR [ch. 5]

(Signature and Date)

- .17 Describe authorized methods and procedures for shipping COMSEC material, equipment and documents. [ref. a, ch. 5; ref. f, ch. 6]

(Signature and Date)

103 SECURITY FUNDAMENTALS

103.18 Describe authorized methods for storing COMSEC material/equipment.
[ref. a, ch. 5]

(Signature and Date)

.19 Describe procedures for safeguarding and managing PIN's, passwords and combinations. [ref. a, ch. 5]

(Signature and Date)

104 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) ORGANIZATION FUNDAMENTALS

References:

- [a] EKMS 1B AMD-7, Policy and Procedures for Navy Electronic Key Management System Tiers 2 & 3
 - [b] Applicable Fleet/Command EKMS-related Instructions
 - [c] NAVICPINST 5511.24D, Classified Electronic Communications Security (COMSEC) Material in the Navy Supply System
 - [d] CJCSI 3260.01C, Joint Policy Governing Positive Control Material and Devices
 - [e] OPNAVINST 3120.32, Standard Organization And Regulations of the U.S. Navy
-

104.1 State the role of the following organizations within the CMCS:

- a. National Security Agency [ref. a, ch. 1]
- b. Chief of Naval Operations [ref. a, ch. 1]
- c. Commander, Naval CYBER Forces [ref. a, ch. 1]
- d. Naval Communications Material System [ref. a, ch. 1]
- e. Communications Security Material Issuing Office [ref. a, ch. 1]
- f. Central Facility, Finksburg MD (Tier 0) [ref. a, ch. 1]
- g. Primary Tier 1 Fort Huachuca, AZ [ref. a, ch. 1]
- h. Primary Tier 1 San Antonio, TX [ref. a, ch. 1]
- i. U.S. National Distribution Agency [ref. a, ch. 1]
- j. Navy EKMS Technical Support Center [ref. a, Annex S]
- k. CMS A & A Teams [ref. a, ch. 3]
- l. Joint Staff ICP Manager [ref. a, ch. 2]
- m. Fleet Commanders [ref. b]
- n. Type Commanders [ref. b]
- o. Immediate Superior-In-Command [ref. a, ch. 1]
- p. CRYPTO Repair Facility [ref. a, ch. 7]
- q. Defense Courier Service [ref. a, ch. 6]
- r. Navy Supply System [ref. c]

(Signature and Date)

104 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) ORGANIZATION FUNDAMENTALS (CONT'D)

104.2 State the duties and responsibilities of the following personnel in your unit's EKMS Account Management/Handling System:

- a. Immediate Superior In Command [ref. a, ch. 4]
- b. Staff CMS Responsibility Officer [ref. a, ch. 4]
- c. Commanding Officer [ref. a, ch. 4]
- d. Command Duty Officer [ref. e, ch. 4]
- e. EKMS Manager/Alternates [ref. a, ch. 4]
- f. EKMS Clerk [ref. a, ch. 4]
- g. EKMS Local Element [ref. a, ch. 4]
- h. EKMS Witness [ref. a, ch. 4]
- i. SAS Team [ref. d]

(Signature and Date)

.3 State your unit's operational chain of command. [ref. b]

(Signature and Date)

.4 Identify your unit's State your unit's EKMS Manager and Alternates. [ref. b]

(Signature and Date)

.5 Explain the organizational responsibility of the following: [ref. a, ch. 1]

- a. Tier 0
- b. Tier 1
- c. Tier 2
- d. Tier 3

(Signature and Date)

105 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) FUNDAMENTALS

References:

- [a] EKMS 1B AMD-7, Policy and Procedures for Navy Electronic Key Management System Tiers 2 & 3
 - [b] Applicable Fleet/Command Instructions
 - [c] SECNAV M5510.36, Department of the Navy Information Security Program
 - [d] EKMS 5A AMD-7, Cryptographic Equipment Information/Guidance Manual
 - [e] NAG-16F, Field Generation and Over-The-Air Distribution of COMSEC Key in Support of Tactical Operations and Exercises
 - [f] EE 180-KT-IMC0010, AN/PYQ(C) Simple Key Loader (SKL) Operator's Manual (https://infosec.navy.mil/pub/docs/ekms/DOC023_EE180-KT-IMC-010.pdf)
 - [g] Secure Terminal Equipment (STE) Training Documentation, March 2008
 - [h] NAG-53B Keying Standard for Non-Tactical KG-84A/C and KIV-7/7HS/7HSA/7HSB Secured Point-to-Point Circuits
-

105.1 State the purpose of conducting a watch to watch inventory. [ref. a, ch. 7]

(Signature and Date)

.2 Describe the procedures for conducting a watch to watch inventory. [ref. a, ch. 7]

(Signature and Date)

.3 Explain the purpose of the Evaluated Products List and approved methods of destruction for COMSEC material. [ref. a, ch. 5]

(Signature and Date)

.4 Explain who can authorize an extension of a crypto period and the limits associated with each approving official/entity. [ref. a, chs. 4, 11, Annex C, Tab 1; ref. h, par. 8f]

(Signature and Date)

105 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) FUNDAMENTALS (CONT'D)

105.5 Explain the procedures for destroying superseded keying material: [ref. a, ch. 5]

- a. Emergency supersession
- b. Routine supersession
- c. Irregular supersession
- d. Exceptions to the 12-hour destruction rule

(Signature and Date)

.6 Discuss destruction time frames for KG-84/KIV-7 OTAR KEK. [ref. a, ch. 11; ref. h, sec. 3]

(Signature and Date)

.7 Discuss the destruction requirements for keying material that contain superseded segments of canister-packaged material. [ref. a, ch. 5]

(Signature and Date)

.8 Discuss destruction procedures and time frames for modern keying material which have been loaded. [ref. a, Annex AE]

(Signature and Date)

.9 Describe emergency destruction/relocation procedures as contained in the EAP/EDP. [ref. a, Annex I; ref. b]

(Signature and Date)

.10 State the purpose for zeroizing equipment and fill devices. [ref. a, chs. 5,7, Annex M]

(Signature and Date)

105 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) FUNDAMENTALS (CONT'D)

105.11 State the purpose and retention period of the following forms:

- a. SF 153 [ref. a, Annex U]
- b. CMS 25 [ref. a, ch. 7, Annex T]
- c. SF 700 [ref. a, ch. 5; ref. c, chs. 10 thru 12]
- d. SF 701 [ref. a, ch. 5; ref. c, ch. 7, Annex T]
- e. SF 702 [ref. a, ch. 5, Annex T; ref. c, ch. 7]
- f. Optional Form 89 [ref. a, ch. 5; ref. c, Exhibit 10-C]
- g. Locally generated forms [ref. a, ch. 7]

(Signature and Date)

.12 State the minimum number of personnel required to conduct destruction of COMSEC material. [ref. a, ch. 5]

(Signature and Date)

.13 State the security clearance requirements for personnel with access to and performing destruction of COMSEC material. [ref. a, ch. 5]

(Signature and Date)

.14 Explain requirements for the following and the reasons for each: [ref. a, ch. 5]

- a. Maintaining up-to-date status information
- b. Preparing material for destruction
- c. Destroying material
- d. Documenting destruction of material
- e. Two Person Integrity
- f. Disposal of canisters

(Signature and Date)

.15 Discuss marking sensitive pages of maintenance manuals, and the method for removing sensitive pages. [ref. a, Annex M]

(Signature and Date)

105 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) FUNDAMENTALS (CONT'D)

- 105.16 Describe actions the user should take when unauthorized destruction occurs.
[ref. a, ch. 10]

(Signature and Date)

- .17 Explain the importance of reporting COMSEC incidents. [ref. a, ch. 9]

(Signature and Date)

- .18 Explain the types of COMSEC incidents. [ref. a, ch. 9]

(Signature and Date)

- .19 Explain the types of Practices Dangerous to Security. [ref. a, ch. 10]

(Signature and Date)

- .20 Identify (4) Practices Dangerous to Security which require reporting as a COMSEC incident when they involve NATO material. [ref. a, ch. 10]

(Signature and Date)

- .21 Discuss the difference between TPC and TPI. [ref. a, Annex A]

(Signature and Date)

- .22 Describe the purpose and proper execution of local custody procedures.
[ref. a, ch. 7]

(Signature and Date)

- .23 State the written guidance on EKMS handling within your command.
[ref. a, ch. 4; ref. b]

(Signature and Date)

105 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) FUNDAMENTALS (CONT'D)

- 105.24 Discuss access, inventory, and safeguarding requirements for keyed and unkeyed COMSEC equipment. [ref. a, chs. 2, 5]

(Signature and Date)

- .25 Discuss the procedures for re-sealing segmented COMSEC material. [ref. a, ch. 7]

(Signature and Date)

- .26 Explain the difference in OTAD/OTAR/OTAT EKMS. [ref. a, ch. 5, Annexes Q, R; ref. e, Annex C]

(Signature and Date)

- .27 Discuss the purpose, use and retention period of OTAD/OTAR/OTAT logs. [ref. a, chs. 10, 11, Annex T]

(Signature and Date)

- .28 Describe the functions, purpose and safeguarding requirements for the following devices:

- a. AN/CYZ-10 (DTD) [ref. e, Annex I]
- b. KOI-18 [ref. e, Annex I]
- c. KYK-13 [ref. e, Annex I]
- d. KYX-15 [ref. e, Annex I]
- e. AN/PYQ-10 (SKL) [ref. f, ch. 1.2]
- f. KIK-11 (TKL) [ref. i]

(Signature and Date)

- .29 Discuss documentation, signature and inventory requirements for electronic key in a fill device. [ref. a, chs. 7, 11]

(Signature and Date)

105 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) FUNDAMENTALS (CONT'D)

- 105.30 Discuss access restrictions for Supervisory CIKS and the SSO pin for DTDs, SKLs and TKLs. [ref. a, Annexes Z, AF]

(Signature and Date)

- .31 Discuss the purpose of DTD, SKL, and TKL visual inspections. [ref. a, Annexes Z, AF]

(Signature and Date)

- .32 Discuss accountability and inventory requirements for DTD and SKL CIKS at the local element level. [ref. a, Annexes Z, AF]

(Signature and Date)

- .33 Discuss the purpose of SKEK and HDPK, the device associated with each and the applicable crypto period. (ref. a, ch. 9, Annexes Z, AF)

(Signature and Date)

- .34 Describe procedures for entering corrections and amendments to COMSEC pubs. [ref. a, ch. 7]

(Signature and Date)

- .35 Discuss the purpose of SEED key, Universal Changeovers and rekeys of SCIP products such as STE's. [ref. a, Annexes A, AD, AE; ref. g]

(Signature and Date)

105 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) FUNDAMENTALS (CONT'D)

105.36 Discuss the following types of keying material: [ref. a, Annex A]

- a. Black Key
- b. Red Key
- c. Modern
- d. Traditional

(Signature and Date)

.37 Describe requirements for changing combinations to security containers.
[ref. a, ch. 5]

(Signature and Date)

106 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (ISSUING) FUNDAMENTALS

References:

- [a] EKMS 1B AMD-7, Policy and Procedures for Navy Electronic Key Management System Tiers 2 & 3
 - [b] EKMS 5A AMD-7, Cryptographic Equipment Information/Guidance Manual
 - [c] Local Command Instructions
 - [d] SECNAV M5510.36, Department of the Navy Information Security Program
-

- 106.1 List the procedures required when verifying the accounting data of COMSEC material. [ref. a, ch. 7]
- _____
- (Signature and Date)
- .2 List the approved method for shipping classified and unclassified COMSEC material. [ref. a, ch. 5; ref. b, chs. 5, 6]
- _____
- (Signature and Date)
- .3 Discuss packaging techniques for transport of COMSEC equipment and publications/keying material. [ref. a, ch. 5; ref. b, chs. 5, 6]
- _____
- (Signature and Date)
- .4 State the time frames for destruction of un-issued traditional keying materials. [ref. a, ch. 5]
- _____
- (Signature and Date)
- .5 Describe actions to be taken if unauthorized destruction occurs. [ref. a, ch. 10]
- _____
- (Signature and Date)

106 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (ISSUING) FUNDAMENTALS (CONT'D)

- 106.6 List the required EKMS files, the reason for each and their period of retention. [ref. a, ch. 7, Annex T]

(Signature and Date)

- .7 State the maximum time allowed for issuing operational book packaged CRYPTO or “red” keying material to users before the effective date. [ref. a, ch. 7]

(Signature and Date)

- .8 State the timeframe and procedures for destruction of COMSEC material of a non-watch environment. [ref. a, ch. 5]

(Signature and Date)

- .9 Discuss the requirement and importance of effective management of local custody files. [ref. a, ch. 7]

(Signature and Date)

- .10 State the purpose, requirement and time frames for submitting the following incident reports: [ref. a, ch. 9]

- a. Initial
- b. Amplifying
- c. Interim
- d. Final Letter report

(Signature and Date)

106 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (ISSUING) FUNDAMENTALS (CONT'D)

106.11 State the purpose of an EAP [ref. a, Annex M; ref. d, Exhibit 2-b]

(Signature and Date)

.12 State what commands are required to have the following: [ref. a, Annex M; ref. d, Exhibit 2-b]

- a. EAP
- b. EDP

(Signature and Date)

.13 Discuss the following EAP/EDP requirements: [ref. a, Annex M]

- a. Content
- b. Training

(Signature and Date)

.14 State the priorities for carrying out destruction when Emergency Destruction is directed. [ref. a, Annex M]

(Signature and Date)

.15 Describe the actions taken regarding emergency destruction/relocation procedures as contained in the EAP/EDP. [ref. a, Annex M; ref. c]

(Signature and Date)

.16 State the training requirements for appointment as a Local Element Issuing. [ref. a, chs. 3, 4]

(Signature and Date)

106 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (ISSUING) FUNDAMENTALS (CONT'D)

- 106.17 Describe the proper authorization and procedures for reproducing COMSEC material. [ref. a, ch. 7]

(Signature and Date)

- .18 Discuss storage and handling requirements for CCI equipment. [ref. a, ch. 5; ref. b, chs. 5, 6]

(Signature and Date)

- .19 Describe procedures for inspecting COMSEC storage containers. [ref. d, chs. 2, 10]

(Signature and Date)

107 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL MANAGEMENT DEVICE (LMD) FUNDAMENTALS

References:

- [a] EKMS 1B AMD-7, Policy and Procedures for Navy Electronic Key Management System Tiers 2 & 3
 - [b] EKMS 704F, Local Management Device/Key Processor Operators Manual
 - [c] Local Command Instructions
-

107.1 Describe the components of the EKMS Suite. [ref. a, Annex X]

(Signature and Date)

.2 Describe security and password requirements. [ref. a, Annex X]

(Signature and Date)

.3 Describe the operating system of the LMD platform. [ref. b, ch. 1]

(Signature and Date)

.4 Explain installed software applications. [ref. b, ch. 1]

(Signature and Date)

.5 Explain the purpose of backup and restore procedures. [ref. a, ch. 7]

(Signature and Date)

.6 Explain the purpose and frequency of archiving. [ref. a, Annexes X, AG;
ref. b, vol. 1, ch. 8]

(Signature and Date)

107 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL MANAGEMENT DEVICE (LMD) FUNDAMENTALS (CONT'D)

- 107.7 Explain the purpose of the STE or HAIPE device interface with the LMD
[ref. a, Annexes AD, X; ref. b, ch. 1]

(Signature and Date)

- .8 Describe the sequence of energizing/de-energizing LMD/KP equipment.
[ref. a, Annex X]

(Signature and Date)

- .9 Explain the purpose of the SCO-UNIX "Root" account on the LMD.
[ref. a, ch. 1, Annex X]

(Signature and Date)

- .10 Describe the relationship between the local account and the following:
[ref. a, ch. 1]

- a. NCMS
- b. Tier 1 Fort Huachuca
- c. Tier 1 San Antonio
- d. CMIO
- e. Navy EKMS Technical Support Center
- f. Central facility
- g. CRF
- h. DIRNSA

(Signature and Date)

- .11 Explain the "data" transfer process for the DTD/SKL. [ref. a, Annexes Z, AD, AF]

(Signature and Date)

- .12 Explain the purpose and frequency, of uploading, reviewing and logging
DTD/SKL/TKL and TALON card audit trail data.
[ref. a, ch. 9, Annexes Z, AD, AC, AF]

(Signature and Date)

**107 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL
MANAGEMENT DEVICE (LMD) FUNDAMENTALS (CONT'D)**

107.13 Describe the impact to mission readiness of a LMD/KP failure and proper reporting of LMD/KP failures. [ref. a, Annex AG]

(Signature and Date)

.14 Describe troubleshooting procedures for LMD/KP equipment. [ref. b, vol. II, sec. 2]

(Signature and Date)

108 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) CLERK FUNDAMENTALS

References:

- [a] EKMS 1B AMD-7, Policy and Procedures for Navy Electronic Key Management System Tiers 2 & 3
-

- 108.1 Describe the procedures for receiving and receipting for COMSEC material:
[ch. 7, Annex U]

(Signature and Date)

- a. State the procedures and notification requirements when physical material is received and the material received does not match the corresponding transfer documentation. [ch. 7]

(Signature and Date)

- b. State the procedures required when COMSEC material is received with a damaged outer wrapper. [ch. 10]

(Signature and Date)

- c. State the procedures required when COMSEC material is received with a damaged inner wrapper or damage to the contents. [ch. 9]

(Signature and Date)

- .2 Describe the purpose of applying status markings to physical book or canister-packaged COMSEC material. [chs. 2, 7, Annex M]

(Signature and Date)

108 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) CLERK FUNDAMENTALS (CONT'D)

108.3 Describe the requirements and procedures for conducting page-checks.
[ch. 7, Annexes V, W]

(Signature and Date)

.4 Describe the purpose of each of the following documents in relation to destruction of COMSEC material: [ch. 2]

- a. SCMR
- b. AMSG 600
- c. Applicable Controlling Authority status messages
- d. GMFs

(Signature and Date)

.5 Define the various types of COMSEC material transfers: [ch. 7]

- a. account-to-account (intra-DoN)
- b. transfer between services (inter-services)

(Signature and Date)

.6 Explain the differences in how intra-DON and inter-service transfers are documented. [ch. 7]

(Signature and Date)

108 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) CLERK FUNDAMENTALS (CONT'D)

108.7 Describe the requirement and the retention period for the following:

- a. Chronological file [ch. 7, Annex T]
- b. Correspondence file [ch. 7, Annex T]
- c. Local Custody file [ch. 7, Annex T]
- d. Transaction Status log [ch. 7, Annex T]
- e. Directives file [Annex T]
- f. General Message file [Annex T]
- g. Visitors log [Annex T]
- h. Archive file/tapes [Annex T]
- i. Audit trail logs [Annex T]

(Signature and Date)

109 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ALTERNATE FUNDAMENTALS

References:

- [a] EKMS 1B AMD-7, Policy and Procedures for Navy Electronic Key Management System Tiers 2 & 3
 - [b] COMLANTFLT/COMPACFLT/COMUSNAVEUR INST C2282.1C, Basic Shipboard Allowance of COMSEC Material
 - [c] FLTCDR/TYCOM Instructions
 - [d] Applicable AOR-specific OPTASK COMMS/OPTASK LINK
 - [e] EKMS 5A AMD-7, Cryptographic Equipment Information/Guidance Manual
 - [f] STE User's Manual
 - [g] EKMS 704F, Local Management Device/Key Processor Operators Manual
 - [h] SECNAV M5510.36, Department of the Navy Information Security Program
 - [i] Department of the Navy AN/CYZ-10(V) 3 Data Transfer Device Operator's Manual
-

- 109.1 Describe the procedures for establishing/disestablishing an EKMS account.
[ref. a, chs. 4, 8]

(Signature and Date)

- .2 Describe the procedures for determining an account's allowance.
[ref. a, ch. 6; ref. b, ch. 1; refs. c, d]

(Signature and Date)

- .3 Describe the procedures for identifying keying material and its usage.
[ref. a, ch. 2]

(Signature and Date)

109 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ALTERNATE FUNDAMENTALS (CONT'D)

109.4 State the purpose of each of the following inventories: [ref. a, ch. 7]

- a. Semi- Annual (Fixed Cycle)
- b. Change of Custodian Inventory
- c. Change of Command Inventory
- d. Combined Inventory
- e. Consolidated Inventory
- f. Local inventory for ALC 4 and 7 material

(Signature and Date)

.5 State the purpose, frequency and benefit of a COAL inventory: [ref. a, ch. 7]

(Signature and Date)

.6 Explain the purpose and limitations associated with the conversion report.
[ref. a, ch. 7]

(Signature and Date)

.7 Discuss the purpose of the biennial EKMS ISIC inspection and the criteria required
for a satisfactory assessment. [ref. a, ch. 3, ref. d, ch. 2]

(Signature and Date)

.8 Discuss the frequency and purpose of CMS A&A periodic visits. [ref. a, ch. 3]

(Signature and Date)

.9 Describe the purpose and periodicity of spot-checks and self-assessments.
[ref. a, ch. 4]

(Signature and Date)

109 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ALTERNATE FUNDAMENTALS (CONT'D)

- 109.10 Describe the EKMS Manager's responsibility in regards to the OTAT/OTAR procedures and logs. [ref. a, ch. 11, Annexes Q, R, T]

(Signature and Date)

- .11 State the periodicity of the crypto period of the KEKL associated with the KOK-22A and the purpose of a KP changeover. [ref. a, chs. 2, 9, Annex X]

(Signature and Date)

- .12 State the time frame for reporting receipt of COMSEC material or corrupt BETS. [ref. a, ch. 7]

(Signature and Date)

- .13 State the policy and roles of the following organizations in regards to firmware and software upgrades for COMSEC equipment: [ref. e, ch. 3]

- a. NCMS
- b. SPAWAR

(Signature and Date)

- .14 State the proper documentation and reporting requirements for the following scenarios: [ref. a, chs. 9, 10]

- a. Discovery of an INE in use which is non-compliant with a mandatory firmware/software upgrade
- b. Discovery of spare devices which are non-compliant with a mandatory firmware/software upgrade

(Signature and Date)

109 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ALTERNATE FUNDAMENTALS (CONT'D)

- 109.15 Discuss the policy regarding shipment of software-designed devices with the batteries installed and the impact of removal of batteries prior to shipment. [ref. a, ch. 5]

(Signature and Date)

- .16 Discuss the potential impact to unit readiness for failure to track and effect timely replacement of batteries in spare software design devices. [ref. e, ch. 3]

(Signature and Date)

- .17 Describe the requirements for the repair of COMSEC equipment. [ref. e, ch. 4]

(Signature and Date)

- .18 Describe Two-Person Control accounting procedures. [ref. a, ch. 2]

(Signature and Date)

- .19 Explain the conditions for changing COMSEC safe combinations and the safeguarding requirements of SF-700s. [ref. a, ch. 5]

(Signature and Date)

- .20 Discuss inspection and inventory requirements for SF-700's. [ref. a, ch. 5]

(Signature and Date)

109 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER / ALTERNATE FUNDAMENTALS (CONT'D)

109.21 State the purpose of the following with regards to modern keying material:
[ref. a, Annex AE]

- a. EKMS Central Facility
- b. Command Authority
- c. User Representative

(Signature and Date)

.22 State the purpose of the following forms and/or documents. [ref. a, Annex AE]

- a. CF Form 1202
- b. CF Form 1206
- c. CF Form 1207

(Signature and Date)

.23 State the difference between an open and closed partition with regards to modern keying material. [ref. a, Annex AE]

(Signature and Date)

.24 Discuss the procedures for acquisition of JCMO and CPF controlled CENTRIXS modern keying material. [ref. a, Annex AE]

(Signature and Date)

.25 State the purpose of, periodicity and potential impact of failure to conduct a KP Rekey. [ref. a, chs. 2, 4, 6, 7, 10, Annexes X, AE]

(Signature and Date)

.26 State the periodicity or interval in which the KOK-22A (KP) must be recertified.
[ref. a, ch. 11; ref. e, ch. 2]

(Signature and Date)

109 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER / ALTERNATE FUNDAMENTALS (CONT'D)

- 109.27 Describe the procedures for ordering and downloading keying material to load KSV-21 cards. [ref. a, Annex AE; ref. e]

(Signature and Date)

- .28 Discuss access restrictions associated with a TPA card. [ref. a, Annex AD]

(Signature and Date)

- .29 Describe STE loading procedures. [ref. a, Annex AD; ref. f]

(Signature and Date)

- .30 Describe the LCMS logon/logoff procedures. [ref. g, ch. 2]

(Signature and Date)

- .31 Describe the KP logon/logoff procedures. [ref. g, ch. 2]

(Signature and Date)

109 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER / ALTERNATE FUNDAMENTALS (CONT'D)

109.32 Describe the procedures for receiving and receipting for COMSEC material:
[ref. a, ch. 7, Annex U]

(Signature and Date)

a. State the procedures and notification requirements when physical material is received and the material received does not match the corresponding transfer documentation. [ref. a, ch. 7]

(Signature and Date)

b. State the procedures required when COMSEC material is received with a damaged outer wrapper. [ref. a, ch. 10]

(Signature and Date)

c. State the procedures required when COMSEC material is received with a damaged inner wrapper or damage to the contents. [ref. a, ch. 9]

(Signature and Date)

.33 Describe procedures for reporting receipt of electronic COMSEC material.
[ref. a, ch. 7]

(Signature and Date)

109 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER / ALTERNATE FUNDAMENTALS (CONT'D)

109.34 Describe the process and requirements for generating the following LCMS reports:
[ref. a, ch. 7]

- a. AIS Report
- b. Transaction Status Log [Annex T]
- c. Relief from Accountability Report
- d. Inventory Reports
- e. Destruction Reports
- f. Receipt Report
- g. Transfer Report
- h. Possession Report
- i. Conversion Report
- j. IRST Reports [Annex AK]
- k. Cancellation Report
- l. Generation Report
- m. Tracer Action
- n. Reconciliation

(Signature and Date)

.35 Describe the procedures and time frame requirements for issuing book-packaged material marked "crypto" or keying material. [ref. a, ch. 7]

(Signature and Date)

.36 Describe the process and requirements for issuing physical COMSEC material.
[ref. a, ch. 7]

(Signature and Date)

.37 Describe the process and requirements for the following: [ref. a, ch. 7]

- a. receipt of returned COMSEC material shipments
- b. return of physical material from a Local Element

(Signature and Date)

109 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER / ALTERNATE FUNDAMENTALS (CONT'D)

- 109.38 Explain the differences in how intra-DON and inter-service transfers are documented. [ref. a, ch. 7]

(Signature and Date)

- .39 Describe the process and requirements for destruction of physical COMSEC material. [ref. a, ch. 5]

(Signature and Date)

- .40 Describe the process and requirements for destruction of electronic COMSEC material at the account level. [ref. a, ch. 5]

(Signature and Date)

- .41 Describe the process and requirements for backing up the following databases:
[ref. a, ch. 7, Annex X]

- a. Boot/Start Up
- b. Root
- c. Dev/U
- d. database

(Signature and Date)

- .42 Describe the process and requirements for archiving the LCMS database.
[ref. a, Annex X]

(Signature and Date)

- .43 State the impact of failing to reconcile for BETS on the LMD desktop prior to conducting a KP Rekey. [ref. a, chs. 2, 7, 10, Annex X]

(Signature and Date)

109 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER / ALTERNATE FUNDAMENTALS (CONT'D)

109.44 Describe the accountability, safeguarding and disposition requirements for the following: [refs. a, chs. 5, 11]

- a. REINIT 1
- b. NAVREINIT 2

(Signature and Date)

.45 Describe the procedures for ordering Firefly keys. [ref. g, ch. 9]

(Signature and Date)

.46 Describe the procedures and requirements for updating and verifying Firefly credentials. [ref. a, chs. 2, 6, Tab 1 to Annex AD]

(Signature and Date)

.47 Describe the procedures and requirements for managing LMD passwords and KP CIK pins. [ref. a, ch. 5]

(Signature and Date)

.48 Describe the procedures and items required to Site-Initialize a replacement KP. [ref. a, ch. 11, Annex X; ref. g]

(Signature and Date)

109 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER / ALTERNATE FUNDAMENTALS (CONT'D)

109.49 Explain the use and preparation and retention (as applicable) of the following:

- a. DD 1435 [ref. e, ch. 1]
- b. Optional Form 89 [ref. h]
- c. SF 700 [ref. h]
- d. SF 701 [ref. h]
- e. SF 702 [ref. h]
- f. CMS 25 [ref. a, ch. 7]
- g. USTRANSCOM IMT Form 10 [ref. a, Annex I]
- h. CMS Form 1 [ref. a, ch. 6, Annex H]
- i. LOA/MOU/MOA [ref. a, Annexes J, L]
- j. Access List [ref. a, ch. 5]
- k. CMS User Responsibility Acknowledgement Form [ref. a, Annex K]
- l. OTAT/OTAR log [ref. a, Annex R]
- m. DD Form 1348 [ref. a, ch. 5]
- n. Visitor Access log [ref. a, ch. 5]
- o. CF Form 1206 [ref. a, Annex AE]
- p. CF Form 1205 [ref. a, Annex AE]
- q. CF Form 1050 [ref. a, Annex AE]

(Signature and Date)

.50 Describe the procedures for loading STE seed card, establishing TPA and creating a Carry/User Card. [ref. a, Annex AD]

(Signature and Date)

.51 Describe the process of creating supervisory/user DTD CIKs. [ref. a, Annex Z]

(Signature and Date)

.52 Describe the procedures for loading software/keys into the DTD/SKL.
[ref. a, Annexes Z, AF; ref. i]

(Signature and Date)

109 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ALTERNATE FUNDAMENTALS (CONT'D)

- 109.53 Describe the procedures for generating, registering and loading TrKEK into the DTD/SKL. [ref. a, Annexes Z, AF; ref. i]

(Signature and Date)

- .54 Describe the procedures and requirements for reviewing, uploading and recording DTD/SKL/TKL audit trail results. [ref. a, Annexes Z, AF; ref. i]

(Signature and Date)

- .55 Describe the procedures for ordering modern keying material. [ref. a, ch. 6, Annex AE]

(Signature and Date)

- .56 Describe the procedures for entering amendments and corrections to COMSEC publications. [ref. a, ch. 7]

(Signature and Date)

- .57 Describe the procedures for maintaining control of the modification kit/amendment residue. [ref. e, ch. 5]

(Signature and Date)

- .58 Describe the procedures for preparing and maintaining an EAP/EDP. [ref. a, Annex M]

(Signature and Date)

109 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ALTERNATE FUNDAMENTALS (CONT'D)

- 109.59 Describe the time frame for destruction of keying material which has been emergency superseded. [ref. a, ch. 5]

(Signature and Date)

- .60 Describe the procedures for maintaining security accountability and control of extracts. [ref. a, ch. 7]

(Signature and Date)

- .61 Describe the procedures for preparing EKMS account for restricted availability and deployment. [ref. a, ch. 6; ref. d; ref. e, ch. 2]

(Signature and Date)

- .62 Describe the potential impact to mission readiness and possible accounting discrepancies as a result of not conducting backups on the LMD, as required. [ref. a, ch. 7, Annexes X, AG]

(Signature and Date)

- .63 State the reason each account must have a minimum of (2) Account Managers registered as System Administrators with KP accounts in LCMS and potential impact if there isn't. [ref. a, ch. 1, Annexes X, AG]

(Signature and Date)

- .64 Describe the procedures for restoration of the LCMS database from a LCMS backup. [ref. g, app. F]

(Signature and Date)

- .65 Describe the procedures for preparing/maintaining local handling instructions. [ref. a, ch. 7]

(Signature and Date)

109 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER / ALTERNATE FUNDAMENTALS (CONT'D)

- 109.66 Describe the time frames and procedures for purging EKMS records/files/reports/logs. [ref. a, Annex T]

(Signature and Date)

- .67 Describe the relationship between your command maintenance program and the EKMS account. [ref. e, ch. 3]

(Signature and Date)

- .68 Describe the procedures for registering a new LCMS system administrator/operator. [ref. g, ch. 7]

(Signature and Date)

- .69 Describe the procedures for creating a KP administrator/operator with associated PIN. [ref. g, ch. 7]

(Signature and Date)

- .70 Describe the procedures for registering a new EKMS account. [ref. g, ch. 7]

(Signature and Date)

- .71 Describe the procedures for updating/uploading your EKMS account CAD. [ref. g, ch. 7]

(Signature and Date)

- .72 Describe the procedures for registering a new Local Element. [ref. g, ch. 7]

(Signature and Date)

109 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER / ALTERNATE FUNDAMENTALS (CONT'D)

109.73 Describe the procedures for identifying COMSEC incidents. [ref. a, ch. 9]

(Signature and Date)

.74 Describe the procedures for identifying COMSEC Practices Dangerous to Security.
[ref. a, ch. 10]

(Signature and Date)

.75 Describe the procedures for inspecting COMSEC storage containers.
[ref. a, ch. 5; ref. h, chs. 2, 10]

(Signature and Date)

.76 State the following EAP/EDP requirements: [ref. a, Annex M]

- a. Planning
- b. Preparing
- c. Training
- d. Precautionary
- e. Complete

(Signature and Date)

.77 Describe the actions taken regarding emergency destruction/relocation procedures
as contained in the EAP/EDP. [ref. a, Annex M]

(Signature and Date)

.78 Describe the procedures for allowance increases, decreases or obtaining disposition
instructions for equipment with embedded COMSEC devices. [ref. e, ch. 6]

(Signature and Date)

.79 Describe the procedures for reproducing COMSEC material. [ref. a, ch. 7]

(Signature and Date)

300 INTRODUCTION TO WATCHSTATIONS

300.1 INTRODUCTION

The Watchstation section of your PQS is where you get a chance to demonstrate to your Qualifier that you can put the knowledge you have gained in the previous sections to use. It allows you to practice the tasks required for your watchstation and to handle abnormal conditions and emergencies. Before starting your assigned tasks, you must complete the prerequisites that pertain to the performance of that particular task. Satisfactory completion of all prerequisites is required prior to achievement of final watchstation qualification.

300.2 FORMAT

Each watchstation in this section contains:

- A FINAL QUALIFICATION PAGE, which is used to obtain the required signatures for approval and recording of Final Qualification.
- PREREQUISITES, which are items that must be certified completed before you can begin qualification for a particular watchstation. Prerequisites may include schools, watchstation qualifications from other PQS books, and fundamentals, systems, or watchstation qualifications from this book. Prior to signing off each prerequisite line item, the Qualifier must verify completion from existing records. Record the date of actual completion, not the sign-off date.
- WATCHSTATION Performance, which is the practical factors portion of your qualification. The performance is broken down as follows:

Tasks (routine operating tasks that are performed frequently)
Infrequent Tasks
Abnormal Conditions
Emergencies
Training Watches
Examinations

If there are multiple watchstations, a QUALIFICATION PROGRESS SUMMARY will appear at the end of the Standard.

300 INTRODUCTION TO WATCHSTATIONS (CONT'D)

300.3 OPERATING PROCEDURES

The PQS deliberately makes no attempt to specify the procedures to be used to complete a task or control or correct a casualty. The only proper sources of this information are the technical manuals, Combat Systems Operational Sequencing System (CSOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) or other policy-making documents prepared for a specific installation or a piece of equipment. Additionally, the level of accuracy required of a trainee may vary from school to school, ship to ship, and squadron to squadron based upon such factors as mission requirements. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy the Commanding Officer.

300.4 DISCUSSION ITEMS

Though actual performance of evolutions is always preferable to observation or discussion, some items listed in each watchstation may be too hazardous or time consuming to perform or simulate. Therefore, you may be required to discuss such items with your Qualifier.

300.5 NUMBERING

Each Final Qualification is assigned both a watchstation number and a NAVEDTRA Final Qualification number. The NAVEDTRA number is to be used for recording qualifications in service and training records.

300.6 HOW TO COMPLETE

After completing the required prerequisites applicable to a particular task, you may perform the task under the supervision of a qualified watchstander. If you satisfactorily perform the task and can explain each step, your Qualifier will sign you off for that task. You may then be required to stand a watch or a number of watches to earn qualification. There are two levels of supervision for this:

- Under Instruction: You will perform the duties and tasks of the watchstation under the direct supervision of a qualified watchstander or supervisor. This is intended to be a one-on-one training situation.
- Under qualified supervision: You will perform the duties and tasks of the watchstation with minor guidance from a qualified watchstander or supervisor. This is intended to allow you to develop proficiency in an operational environment with minimal oversight or have a supervisor close at hand if needed.

After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages.

FINAL QUALIFICATION

NAVEDTRA 43462-1C

301 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS)
LOCAL ELEMENT (USING)

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) (NAVEDTRA 43462-1C).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

WATCHSTATION 301

301 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING)

Estimated completion time: 6 weeks

301.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

301.1.1 OTHER:

Required security clearance commensurate with material handled

Completed _____
(Qualifier and Date)

Meet all criteria set forth in EKMS 1 series, ch. 4, articles 410, 416

Completed _____
(Qualifier and Date)

.2 FUNDAMENTALS FROM THIS PQS:

101 Safety Precautions

Completed _____ 7% of Watchstation
(Qualifier and Date)

102 Essential Resources

Completed _____ 1% of Watchstation
(Qualifier and Date)

103 Security

Completed _____ 17% of Watchstation
(Qualifier and Date)

104 Electronic Key Management System (EKMS) Organization

Completed _____ 5% of Watchstation
(Qualifier and Date)

301 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) (CONT'D)

301.1 .2 FUNDAMENTALS FROM THIS PQS: (CONT'D)

105 Electronic Key Management System (EKMS) Local Element (Using)

Completed _____ 28% of Watchstation
(Qualifier and Date)

301.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety/security precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform or simulate this task.

Questions

301.2.1 Receive and account for COMSEC material from EKMS Manager
(2 times)

A B C D E F G

(Signature and Date)

(Signature and Date)

.2 Receive and account for COMSEC material via OTAR/OTAT
(2 times)

A B C D E F G

(Signature and Date)

(Signature and Date)

301 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) (CONT'D)

		<u>Questions</u> A B C D E F G
301.2.3	Maintain local custody files (3 times)	
	_____ (Signature and Date)	
	_____ (Signature and Date)	
	_____ (Signature and Date)	
.4	Store COMSEC material	A B C E F G
	_____ (Signature and Date)	
.5	Inventory COMSEC material (3 times)	A B C D E F G
	_____ (Signature and Date)	
	_____ (Signature and Date)	
	_____ (Signature and Date)	
.6	Verify status information of COMSEC material (3 times)	A B C D E F G
	_____ (Signature and Date)	
	_____ (Signature and Date)	
	_____ (Signature and Date)	

301 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) (CONT'D)

		<u>Questions</u> A B C D E F G
301.2.7	Destroy physical COMSEC material (3 times)	
	_____ (Signature and Date)	
	_____ (Signature and Date)	
	_____ (Signature and Date)	
.8	Return COMSEC material to EKMS Manager	A B C D E F G
	_____ (Signature and Date)	
.9	Verify status information and intended application and perform proper loading of keying material (3 times)	A B C D E F G
	_____ (Signature and Date)	
	_____ (Signature and Date)	
	_____ (Signature and Date)	
.10	Re-seal segmented/extracted COMSEC material (2 times)	A B C D E F G
	_____ (Signature and Date)	
	_____ (Signature and Date)	
.11	Conduct visual inspections of DTD/SKL/TKLs (2 times)	A B C D E F G
	_____ (Signature and Date)	
	_____ (Signature and Date)	

301 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) (CONT'D)

Questions

301.2.12 Use electronic fill device (3 times)

A B C D E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.13 Destroy, document, and verify destruction of superseded material stored in an electronic fill device (3 times)

A B C D E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.14 Verify modern key loaded in INEs is not expired (3 times each)

A B C D E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.15 Check/Change battery in electronic fill device

A B C D E F G

(Signature and Date)

.16 Perform page checks

A B C D G

(Signature and Date)

301 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) (CONT'D)

Questions

301.2.17 Locate command handling instructions

G

(Signature and Date)

.16 Change and properly record combinations to security containers A B C D E F G

(Signature and Date)

COMPLETED .2 AREA COMPRISES 31% OF WATCHSTATION.

301.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety/security precautions must be observed?
- F. What conditions require this infrequent task?
- G. Perform or simulate this infrequent task.

Questions

301.3.1 Enter amendments and corrections to COMSEC publications

A B C D F G

(Signature and Date)

.2 Maintain control of modification kit/amendment residue A B C D E F G

(Signature and Date)

301 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) (CONT'D)

Questions

301.3.3 Carry out emergency supersession (3 times)

A B C D E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.4 Recognize and report electronic fill device audit trail full condition (3 times)

A B C D E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .3 AREA COMPRISES 8% OF WATCHSTATION.

301 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) (CONT'D)

301.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- A. What indications or alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this condition affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the corrective/immediate action for this abnormal condition

301.4.1	COMSEC incidents	<u>Questions</u> A B C D E F G H
---------	------------------	--

(Signature and Date)

.2	COMSEC Practices Dangerous to Security	A B C D E F G H
----	--	-----------------

(Signature and Date)

COMPLETED .4 AREA COMPRISES 2% OF WATCHSTATION.

301 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING) (CONT'D)

301.5 EMERGENCIES

For the emergencies listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What other emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this emergency affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the immediate action for this emergency.

Questions

301.5.1 Disasters A B C D E F G H

(Signature and Date)

.2 Hostile actions A B C D E F G H

(Signature and Date)

COMPLETED .5 AREA COMPRISES 2% OF WATCHSTATION.

301.6 WATCHES – None.

301.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

301.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

FINAL QUALIFICATION

NAVEDTRA 43462-1C

302 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS)
LOCAL ELEMENT (ISSUING)

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (ISSUING) (NAVEDTRA 43462-1C).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

302 WATCHSTATION 302 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (ISSUING)

Estimated completion time: 4 weeks

302.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

302.1.1 COURSES:

CMS Local Holder CBT (V-4C-0031)

Completed _____
(Qualifier and Date)

.2 OTHER:

Meet all criteria set forth in EKMS 1 series, ch. 4 articles 410, 416, 505

Completed _____
(Qualifier and Date)

Review all applicable MOA/LOA

Completed _____
(Qualifier and Date)

.3 WATCHSTATION FROM THIS PQS:

301 Electronic Key Management System (EKMS) Local Element (Using)

Completed _____
(Qualifier and Date)

.4 FUNDAMENTAL FROM THIS PQS:

106 Electronic Key Management System (EKMS) Local Element (Issuing)

Completed _____ 52% of Watchstation
(Qualifier and Date)

302 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (ISSUING) (CONT'D)

302.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety/security precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform this task.

		<u>Questions</u> A B C D E G
302.2.1	Maintain required EKMS/CMS files/records/reports	
	_____ (Signature and Date)	
.2	Issue COMSEC material on local custody form	A B C D E F G
	_____ (Signature and Date)	
.3	Receive COMSEC material on local custody form	A B C D E G
	_____ (Signature and Date)	
.4	Conduct EKMS User training	A B C D E F G
	_____ (Signature and Date)	
.5	Supervise use of COMSEC material	A B C D E F G
	_____ (Signature and Date)	
.6	Update, verify and provide up to date status information to Local Element personnel	A B D G

302 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (ISSUING) (CONT'D)

Questions

- 302.2.7 Incorporate EDP for COMSEC material into the local element command EAP (if LE CO is different than parent account CO)

A B C D E F G

(Signature and Date)

COMPLETED .2 AREA COMPRISES 20% OF WATCHSTATION.

302.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety/security precautions must be observed?
- F. What conditions require this infrequent task?
- G. Perform or simulate this task.

Questions

- 302.3.1 Prepare/Maintain EAP/EDP

A B C D E F G

(Signature and Date)

- .2 Maintain security, accountability and control of reproduced copies of COMSEC material

A B C D E F G

(Signature and Date)

- .3 Supervise/conduct emergency supersession

A B C D E F G

(Signature and Date)

- .4 Properly prepare classified COMSEC material for shipment

A B C D E F G

(Signature and Date)

302 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (ISSUING) (CONT'D)

302.3.5 Prepare unclassified COMSEC material for shipment **Questions**
A B C D E F G

(Signature and Date)

COMPLETED .3 AREA COMPRISES 16% OF WATCHSTATION.

302.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this condition affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the corrective/immediate action for this abnormal condition.

302.4.1 COMSEC incidents **Questions**
A B C D E F G H

(Signature and Date)

.2 COMSEC Practices Dangerous to Security A B C D E F G H

(Signature and Date)

COMPLETED .4 AREA COMPRISES 6% OF WATCHSTATION.

302 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (ISSUING) (CONT'D)

302.5 EMERGENCIES

For the emergencies listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What other emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this emergency affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the immediate action for this emergency.

302.5.1	Disasters	<u>Questions</u> A B C D E F G H
---------	-----------	--

(Signature and Date)

.2	Hostile actions	A B C D E F G H
----	-----------------	-----------------

(Signature and Date)

COMPLETED .5 AREA COMPRISES 6% OF WATCHSTATION.

302.6 WATCHES – None.

302.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

302.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2	EXAMINATIONS	Pass an oral examination board
----	--------------	--------------------------------

(Signature and Date)

FINAL QUALIFICATION

NAVEDTRA 43462-1C

303 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS)
CLERK

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) CLERK (NAVEDTRA 43462-1C).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

303 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) CLERK

Estimated completion time: 4 weeks

303.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

303.1.1 OTHER:

Meet the criteria set forth in EKMS 1, chs. 4, 5

Completed _____
(Qualifier and Date)

.2 WATCHSTATION FROM THIS PQS:

301 Electronic Key Management System (EKMS) Local Element (Using)

Completed _____
(Qualifier and Date)

.3 FUNDAMENTAL FROM THIS PQS:

108 Electronic Key Management System (EKMS) Clerk

Completed _____ 24% of Watchstation
(Qualifier and Date)

303 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) CLERK (CONT'D)

303.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety/security precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform this task.

Questions

303.2.1 Witness receipt/transfer of COMSEC material (2 times)

A B C D E F G

(Signature and Date)

(Signature and Date)

.2 Apply status markings to COMSEC material

A B C D E F G

(Signature and Date)

.3 Conduct page checks (2 times)

A B C D E F G

(Signature and Date)

(Signature and Date)

.4 Witness destruction (3 times)

A B C D E F G

(Signature and Date) (regular)

(Signature and Date) (irregular)

(Signature and Date) (emergency)

303 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) CLERK (CONT'D)

Questions
A B C D E F G

303.2.5 Witness inventories (2 times)

(Signature and Date)

(Signature and Date)

.6 Prepare/Maintain required hardcopy
EKMS/CMS files/reports/records/logs (2 times)

A B C D E F G

(Signature and Date)

(Signature and Date)

.7 Prepare DCS documents (2 times)

A B C D E F G

(Signature and Date)

(Signature and Date)

.8 Purge EKMS/CMS files

A B C D E F G

(Signature and Date)

COMPLETED .2 AREA COMPRISES 60% OF WATCHSTATION.

303 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) CLERK (CONT'D)

303.3 INFREQUENT TASKS: None to be discussed.

303.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this condition affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the corrective/immediate action for this abnormal condition

303.4.1 COMSEC incidents

Questions
A B C D E F G H

(Signature and Date)

.2 COMSEC Practices Dangerous to Security

A B C D E F G H

(Signature and Date)

COMPLETED .4 AREA COMPRISES 8% OF WATCHSTATION.

303 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) CLERK (CONT'D)

303.5 EMERGENCIES

For the emergencies listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What other emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this emergency affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the immediate action for this emergency.

Questions

303.5.1 Disasters A B C D E F G H

(Signature and Date)

.2 Hostile actions A B C D E F G H

(Signature and Date)

COMPLETED .5 AREA COMPRISES 8% OF WATCHSTATION

303.6 WATCHES – None.

303.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

303.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

FINAL QUALIFICATION

NAVEDTRA 43462-1C

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS)
MANAGER/ALTERNATE

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ALTERNATE (NAVEDTRA 43462-1C).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

**304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/
ALTERNATE (CONT'D)**

Estimated completion time: 12 weeks

304.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL QUALIFICATION.

304.1.1 SCHOOLS:

EKMS Manager (Course V-4C-0013) (Must be completed within 90 days after designation as Manager/180 days as Alternate)

Completed _____
(Qualifier and Date)

Meet all criteria set forth in EKMS 1, chs. 4, 5]

Completed _____
(Qualifier and Date)

.2 WATCHSTATIONS FROM THIS PQS:

301 Electronic Key Management System (EKMS) Local Element (Using)

Completed _____
(Qualifier and Date)

.3 FUNDAMENTAL FROM THIS PQS:

107 Electronic Key Management System (EKMS) Local Management Device (LMD)

Completed _____ 8% of Watchstation
(Qualifier and Date)

109 Electronic Key Management System (EKMS) Manager/Alternate

Completed _____ 35% of Watchstation
(Qualifier and Date)

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ ALTERNATE (CONT'D)

304.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety/security precautions must be observed?
- F. Satisfactorily perform or simulate this task.

304.2.1	Perform a proper LMD startup and shutdown	<u>Questions</u> A B C D E F
---------	---	---

(Signature and Date)

.2	Perform a KP logon and logoff	A B C D E F
----	-------------------------------	--------------------

(Signature and Date)

.3	Receive physical COMSEC material from the following: (3 times)	A B C D E F
----	--	--------------------

- a. DCS
- b. NSA
- c. CMIO
- d. CRF
- e. other EKMS intra-DON account
- f. inter-service transfer

(Signature and Date)

(Signature and Date)

(Signature and Date)

**304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/
ALTERNATE (CONT'D)**

Questions

304.2.4 Receive electronic COMSEC material from the following: (3 times)

A B C D E F

- a. NSA
- b. CF
- c. Tier 1
- d. Other EKMS accounts

(Signature and Date)

(Signature and Date)

(Signature and Date)

.5 Generate LCMS generated reports: (3 times)

A B C D E F

- a. AIS
- b. TSL

(Signature and Date)

(Signature and Date)

(Signature and Date)

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ ALTERNATE (CONT'D)

Questions

304.2.6 Upload/download data via the Tier 1 connections: (2 times each)

A B C D E F

- a. x.400
- b. x.500

(Signature and Date) (x.400)

(Signature and Date) (x.400)

(Signature and Date) (x.500)

(Signature and Date) (x.500)

.7 Obtain, verify and provide up to date status information. (2 times)

A B C D E F

(Signature and Date)

(Signature and Date)

.8 Store COMSEC material properly based on status and classification

A B C D E F

(Signature and Date)

.9 Issue physical COMSEC material to Local Element (2 times)

A B C D E F

(Signature and Date)

(Signature and Date)

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ ALTERNATE (CONT'D)

		<u>Questions</u>
304.2.10	Issue electronic COMSEC material to Local Element (2 times)	A B C D E F
	_____ (Signature and Date)	
	_____ (Signature and Date)	
.11	Receive COMSEC material returned from Local Element	A B C D E F
	_____ (Signature and Date)	
.12	Transfer physical COMSEC material to a peer account	A B C D E F
	_____ (Signature and Date)	
.13	Transfer electronic COMSEC material to a peer account	A B C D E F
	_____ (Signature and Date)	
.14	Request disposition and replacement of embedded COMSEC material	A B C D F
	_____ (Signature and Date)	

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ ALTERNATE (CONT'D)

Questions

A B C D E F

304.2.15 Prepare destruction reports: (3 times)

- a. Reportable destruction reports
- b. Local destruction reports
- c. Local Element destruction reports
- d. Working copy destruction reports

(Signature and Date)

(Signature and Date)

(Signature and Date)

.16 Conduct destruction of physical COMSEC material (3 times)

A B C D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.17 Conduct destruction of electronic COMSEC material (3 times)

A B C D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ ALTERNATE (CONT'D)

Questions

304.2.18 Conduct inventories of COMSEC material: (2 times)

- a. Generate a Change of Account Location inventory

A B C D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

- b. Manually create a consolidated (SF-153) inventory for
ALC 4 and 7 material

A B C D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

- c. Conduct a semi-annual, change of EKMS Manager,
Change of Command or Combined inventory

A B C D E F

(Signature and Date) (perform or simulate)

(Signature and Date) (perform or simulate)

(Signature and Date) (perform or simulate)

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ ALTERNATE (CONT'D)

Questions

A B C D E F

304.2.19 Perform the following backups: (3 times)

- a. Boot/Start Up
- b. Root
- c. Dev/U
- d. LCMS Database

(Signature and Date)

(Signature and Date)

(Signature and Date)

.20 Archive LCMS transactions (3 times)

A B C D E F

(Signature and Date) (perform or simulate)

(Signature and Date) (perform or simulate)

(Signature and Date) (perform or simulate)

.21 Perform a KP changeover (3 times)

A B C D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ ALTERNATE (CONT'D)

Questions

304.2.22 Verify/Update account FireFly Credentials

A B C D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

WARNING: prior to performing .21, Process any BETs on the desktop or in the X.400 mailbox.

.23 Perform a KP Rekey (2 times)

A B C D E F

(Signature and Date)

(Signature and Date)

.24 Manage LCMS passwords and KP CIK pins

A B C D E F

(Signature and Date)

.25 Prepare/Maintain required EKMS hardcopy files/records/reports/logs

A B C D E F

(Signature and Date)

.26 Prepare DCS documents

A B C D E F

(Signature and Date)

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ ALTERNATE (CONT'D)

Questions

304.2.27 Load STE seed card, establish TPA and create Carry/User card
(2 times)

A B C D E F

(Signature and Date) (perform or simulate)

(Signature and Date) (perform or simulate)

.28 Conduct a review of OTAD/OTAR/OTAT logs

A B C D E F

(Signature and Date)

.29 Perform the following functions with the DTD: (2 times)

A B C D E F

- a. Create Supervisory/User DTD CIKs for DTD
- b. Load software/keys into the DTD
- c. Generate, register and load TrKEK into DTD
- d. Review DTD Audit Trail and record results

(Signature and Date)

(Signature and Date)

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ ALTERNATE (CONT'D)

		<u>Questions</u>
304.2.30	Perform the following functions on an SKL and TKL: (2 times)	A B C D E F
	<ul style="list-style-type: none"> a. Initialize/re-initialize b. Create SSO password c. Create user password d. Load software/keys e. Review SKL Audit Trail and record results f. Perform shut down g. Generate, register and load TrKEK 	
	_____ (Signature and Date) (SKL)	
	_____ (Signature and Date) (SKL)	
	_____ (Signature and Date) (TKL)	
	_____ (Signature and Date) (TKL)	
.31	Conduct and document monthly EKMS training	A B C D E F
	_____ (Signature and Date)	
.32	Create a Black Key package using the CUAS	A B C D E F
	_____ (Signature and Date)	
.33	Conduct an audit trail review of TALON cards issued (if held by the unit)	A B C D E F
	_____ (Signature and Date)	

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ ALTERNATE (CONT'D)

Questions

- 304.2.34 Conduct and document a quarterly self-assessment of the account using EKMS-3 (series) A B C D E F
- _____
(Signature and Date)
- .35 Draft a message reporting the loss or finding of unclassified COMSEC material A B C D E F
- _____
(Signature and Date)
- .36 Draft an initial report of COMSEC incident A B C D E F
- _____
(Signature and Date)
- .37 Randomly spot check a minimum of 2 work center INES to verify the keys loaded are not expired A B C D E F
- _____
(Signature and Date)
- .38 Conduct mandatory quarterly self-assessment using applicable Annexes of EKMS 3 series A B C D E F
- _____
(Signature and Date)

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ALTERNATE (CONT'D)

Questions

304.2.39 Conduct Local Element spot-checks (3 times)

A B C D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.40 Update User Registration data (CF 1206 Form) (2 times)

A B C D E F

(Signature and Date)

(Signature and Date)

.41 Update CAD (2 times)

A B C D E F

(Signature and Date)

(Signature and Date)

.42 Order modern key (3 times)

A B C D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.43 Order Firefly keys

A B C D E F

(Signature and Date)

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ALTERNATE (CONT'D)

304.2.44 Fill KSV-21 cards with keying material

Questions
A B C D E F

(Signature and Date)

COMPLETED .2 AREA COMPRISES 42% OF WATCHSTATION.

304.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety/security precautions must be observed?
- F. What conditions require this infrequent task?
- G. Perform or simulate this task.

304.3.1 Prepare EAP/EDP

Questions
A B C D E F G

(Signature and Date)

.2 Supervise/conduct emergency supersession (2 times)

A B C D E F G

(Signature and Date)

(Signature and Date)

.3 Modify authorized holdings

A B C D E F G

(Signature and Date)

.4 Maintain security, accountability, and control of extracts

A B C D E F G

(Signature and Date)

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ALTERNATE (CONT'D)

Questions

- 304.3.5 Maintain security, accountability, and control of reproduced copies of COMSEC material A B C D E F G
- _____
(Signature and Date)
- .6 Obtain replacement COMSEC material A B C D E F G
- _____
(Signature and Date)
- .7 Establish/Disestablish an EKMS account A B C D E F G
- _____
(Signature and Date)
- .8 Schedule/Receive EKMS training visits A B C D F G
- _____
(Signature and Date)
- .9 Review DD Form 1435 A B C D F G
- _____
(Signature and Date)
- .10 Prepare EKMS account for restricted availability A B C D E F G
- _____
(Signature and Date)
- .11 Prepare EKMS account for deployment A B C D E F G
- _____
(Signature and Date)
- .12 Restore account data from backup A B C D E F G
- _____
(Signature and date) (simulate)

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ALTERNATE (CONT'D)

		<u>Questions</u>
304.3.13	Prepare/Maintain local handling instructions _____ (Signature and Date)	A B C D E F G
.14	Purge EKMS records/files/reports/logs _____ (Signature and Date)	A B C D E F G
.15	Change vault combinations _____ (Signature and Date)	A B C D E F G
.16	Verify User/Local Element combination changes _____ (Signature and Date)	A B C D E F G
.17	Register a new LCMS system administrator/operator _____ (Signature and Date)	A B C D E F G
.18	Create KP Administrator/Operator with associated PIN _____ (Signature and Date)	A B C D E F G
.19	Register a new EKMS account by searching and downloading CAD via Directory Services _____ (Signature and Date)	A B C D E F G
.20	Register a new Local Element _____ (Signature and Date)	A B C D E F G

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ALTERNATE (CONT'D)

Questions

304.3.21 Prepare classified keying material and equipment for shipment A B C D E F G

(Signature and Date)

.22 Prepare unclassified keying material and equipment for shipment A B C D E F G

(Signature and Date)

COMPLETED .3 AREA COMPRISES 12% OF WATCHSTATION.

304.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- A. What indications are present?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this condition affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. What safety/security precautions must be observed?
- I. Satisfactorily perform or simulate the corrective/immediate action for this abnormal condition

Questions

304.4.1 COMSEC incidents A B C D E F G H I

(Signature and Date)

.2 COMSEC Practices Dangerous to Security A B C D E F G H I

(Signature and Date)

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ALTERNATE (CONT'D)

Questions

304.4.3 Failed COMSEC equipment

A B C D E F G H I

(Signature and Date)

COMPLETED .4 AREA COMPRISES 2% OF WATCHSTATION.

304.5 EMERGENCIES

For the emergencies listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What other emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this emergency affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the immediate action for this emergency.

Questions

304.5.1 Disasters

A B C D E F G H

(Signature and Date)

.2 Hostile actions

A B C D E F G H

(Signature and Date)

COMPLETED .5 AREA COMPRISES 1% OF WATCHSTATION.

**304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS)
MANAGER/ALTERNATE (CONT'D)**

304.6 WATCHES – None.

304.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

304.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

QUALIFICATION PROGRESS SUMMARY FOR ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS)

NAME _____ RATE/RANK _____

This qualification progress summary is used to track the progress of a trainee in the watchstations for this PQS and ensure awareness of remaining tasks. It should be kept by the individual or in the individual's training jacket and updated with an appropriate signature (Training Petty Officer, Division Officer, Senior Watch Officer, etc.) as watchstations are completed.

301 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT (USING)

Completed _____ Date _____
(Signature)

302 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) LOCAL ELEMENT
(ISSUING)

Completed _____ Date _____
(Signature)

303 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) CLERK

Completed _____ Date _____
(Signature)

304 ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS) MANAGER/ALTERNATE

Completed _____ Date _____
(Signature)

LIST OF REFERENCES USED IN THIS PQS

AMSG-600, NATO Communications Security Information
Applicable Fleet/Command Instructions
Card Loader User Application Software (CLUAS) User Manual (CD)
CJCSI 3260.01C, Joint Policy Governing Positive Control Material and Devices
COMLANTFLT/COMPACFLT/COMUSNAVEUR INST C2282.1C, Basic Shipboard Allowance of
COMSEC Material
Department of the Navy AN/CYZ-10(V) 3 Data Transfer Device Operator's Manual
EE 180-KT-IMC0010, AN/PYQ(C) Simple Key Loader (SKL) Operator's Manual
(Cffo.fleetforces.navy.smil.mil/HQ/n6/N622)
EE180-JA-GYD-010, Electronic Key Management System Manager's Guide
EKMS 1B AMD-7, Policy and Procedures for Navy Electronic Key Management System Tiers 2
& 3
EKMS 3 AMD-7, Electronic Key Management System Inspection Manual
EKMS 5A AMD-7, Cryptographic Equipment Information/Guidance Manual
EKMS 704F, Local Management Device/Key Processor Operators Manual
EKMS Intelligence Computer Aided Trainer (ICAT)
EKMS Local Element Issuing CBT
FLT/TYCOM Instructions
Local Command Instructions
NAG-16F, Field Generation and Over-The-Air Distribution of COMSEC Key in Support of
Tactical Operations and Exercises
NAVICPINST 2300.4, Utilization and Disposal of Excess COMSEC Material
NAVICPINST 5511.24D, Classified Electronic Communications Security (COMSEC) Material in
the Navy Supply System
NSA MMVG, Mandatory Modification Verification Guide
OPNAVINST 2221.3D, Communications Security Equipment Maintenance and Training
OPNAVINST 2221.5, Release of COMSEC Material to US Industrial Firms Under Contract to
USN
OPNAVINST 3500.39C, Operational Risk Management (ORM)
OPNAVINST 5090.1B, Environmental & Natural Resources Program Manual
OPNAVINST 5100.19E, Safety and Occupational Health (SOH) Program Manual for Forces
Afloat
OPNAVINST 5100.23G, Navy Occupational Safety and Health (NAVOSH) Program Manual
OPNAVINST 5530.14E, Physical Security and Loss Prevention
SDIP 293, NATO Cryptographic Instruction
SECNAV M5510.30B, Department of the Navy (DON) Personnel Security Program (PSP)
Regulation
SECNAV M5510.36, Department of the Navy Information Security Program
Secure Terminal Equipment (STE) Training Documentation, March 2008
STE User's Manual

PERSONNEL QUALIFICATION STANDARD
Feedback Form for NAVEDTRA 43462-1C

From _____ Date _____

Via _____ Date _____

Department Head

Activity _____

Mailing Address _____

Email Address _____ DSN _____

PQS Title _____ NAVEDTRA _____

Section Affected _____

Page Number(s)

For faster response, you may e-mail your feedback to the PQS Development Group at:
CID_HQ_PQS@navy.mil. Please include the above information so that we may better
serve you.

Remarks/Recommendations (Use additional sheets if necessary)

(FOLD HERE)

DEPARTMENT OF THE NAVY

OFFICIAL BUSINESS

COMMANDING OFFICER
CENTER FOR INFORMATION DOMINANCE N325
640 ROBERTS AVENUE, CORRY STATION
PENSACOLA FL 32511-5138

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